

**ORANGE COUNTY PUBLIC LAW LIBRARY  
CONFERENCE ROOM RESERVATION**

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_  
Please Print

GROUP/ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Apt./Suite #  
City State Zip Code

TELEPHONE: (    ) \_\_\_\_\_

FAX NUMBER: (    ) \_\_\_\_\_

CONFERENCE ROOM RESERVATION:

\_\_\_\_\_ from \_\_\_\_\_  
(Date) (Time of Use)

I hereby agree to pay \$ \_\_\_\_\_ in cash or check [Please circle method of payment] for use of the Conference Room for the period of time stated above. I understand payment must be made to the Orange County Public Law Library and that payment is due when I arrive to use the Room at the requested date and time.

\_\_\_\_\_  
Signature of Requester

**ORANGE COUNTY PUBLIC LAW LIBRARY  
CONFERENCE ROOM POLICY**

- I. Conference Rooms are available for use by a group or individual only during the posted hours of the Law Library.
- II. Reservations for the use of Conference Rooms are required. Class instructors, attorneys, or Library patrons must be present while the room is in use.
- III. Conference Rooms will be made available to the requesting group or person, provided that paragraphs I and II have been satisfied, and the group or person has paid the Conference Room Fee. On arrival to use the room, payment of the fee is required and is non-refundable. Payment must be made by cash or check only, payable to the Orange County Public Law Library.
- IV. All users of Conference Rooms are required to abide by the *General Regulations and Rules of Conduct of the Orange County Public Law Library*. No food or drink is allowed in Conference Rooms.

CONFERENCE ROOM FEE: \$15.00 Per Hour (Conference Room B)  
**\$10.00 Per Hour (Conference Room A)**

All fees must be paid before using the conference rooms and are subject to change without notice.

I have read the Conference Room Policy and Conference Room Fee and agree to abide by all of the provisions of this document.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Requester

\_\_\_\_\_  
Print Your Name Here